

Surveillance Detection Specialist (T)

Surveillance Detection Specialist

Administrative Associate (T)

Administrative Associate

Data Manager (Not to exceed 2 years)

Financial Clerk (When-actually-employed position) – Two positions

Medical Research Scientist (Veterinary)

Computer Systems Analyst (T)

Computer Systems Analyst

Development Outreach & Communications Specialist

Secretary

Administrative Assistant/Paralegal (T)

Administrative Assistant/Paralegal

FSN#2011/41 (T)

Surveillance Detection Specialist

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection specialist, FSN-3; FP-BB (Trainee)

OPENING DATE: July 22, 2011

CLOSING DATE: August 11, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-BB
Ordinarily Resident (OR): FSN-3

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Surveillance Detection Specialist, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

To observe, detect and report potential acts of hostile surveillance against US Consulate General Chiang Mai facilities and personnel. Report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Require to work primarily outdoors, be proficient in the use of digital camera and mobile telephone technology. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary School (M3) or equivalent; (2) At least six months of security related experience; (3) Level II (Limited Knowledge) speaking/reading/writing in English and level III (Good Working Knowledge) speaking/reading/writing in Thai; (4) Know how to observe patterns of behavior, and operate photographic and mobile phone equipment; (5) Must be able to work independently and outside in all kind of weather conditions; (6) Must not have any physical limitations and know how to operate a bicycle or Motorcycle safely.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attn: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

****PLEASE DO NOT ATTACH PHOTO, IF YOUR PHOTO IS ATTACHED, YOUR APPLICATION WILL NOT BE CONSIDERED****

CLOSING DATE FOR THE POSITION: AUGUST 11, 2011

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FSN#2011/41

Surveillance Detection Specialist

OPEN TO: All Interested Candidates

POSITION: Surveillance Detection specialist, FSN-4; FP-AA

OPENING DATE: July 22, 2011

CLOSING DATE: August 11, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-AA
Ordinarily Resident (OR): FSN-4

The U.S. Consulate General in Chiang Mai is seeking an individual for the position of Surveillance Detection Specialist, located at Wichayanon Road, Chiang Mai.

BASIC FUNCTION OF POSITION:

To observe, detect and report potential acts of hostile surveillance against US Consulate General Chiang Mai facilities and personnel. Report to the surveillance detection team coordinator who reports to the Senior Regional Security Officer or his/her designate. Require to work primarily outdoors, be proficient in the use of digital camera and mobile telephone technology. Must be able to work on a rotating shift schedule.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Completion of Secondary School (M3) or equivalent; (2) At least one year of security related experience; (3) Level II (Limited Knowledge) speaking/reading/writing in English and level III (Good Working Knowledge) speaking/reading/writing in Thai; (4) Know how to observe patterns of behavior, and operate photographic and mobile phone equipment; (5) Must be able to work independently and outside in all kind of weather conditions; (6) Must not have any physical limitations and know how to operate a bicycle or Motorcycle safely.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and US Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 11, 2011

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FSN#2011/85 (T)

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-5; FP-9, Trainee

OPENING DATE: July 29, 2011

CLOSING DATE: August 11, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 27,431 per annum (minimum starting salary)
(Position Grade: FP-9 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 324,136 per annum (minimum starting salary)
(Position Grade: FSN-5)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for processing reimbursement vouchers for official travel and providing administrative support in terms of procurement and travel coordination for the office operation. Also perform as a principal timekeeper for the GFS/Bangkok.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor degree in Business Administration or Arts with at least 9 credits in Finance and/or Accounting subject; (2) One year of experience in financial management and/or administrative support; (3) Level 4 (Fluent) in speaking/reading/writing English and Thai; (4) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint; (5) Must be able to operate the regular office equipment.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 11, 2011

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FSN#2011/85

Administrative Associate

OPEN TO: All Interested Candidates

POSITION: Administrative Associate, FSN-6; FP-8

OPENING DATE: July 29, 2011

CLOSING DATE: August 11, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 30,684 per annum (minimum starting salary)
(Position Grade: FP-8 to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 362,706 per annum (minimum starting salary)
(Position Grade: FSN-6)

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Associate in its Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for processing reimbursement vouchers for official travel and providing administrative support in terms of procurement and travel coordination for the office operation. Also perform as a principal timekeeper for the GFS/Bangkok.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor degree in Business Administration or Arts with at least 9 credits in Finance and/or Accounting subject; (2) Two years of experience in financial management and/or administrative support; (3) Level 4 (Fluent) in speaking/reading/writing English and Thai; (4) Must have experience with Microsoft office software i.e. Word, Excel, PowerPoint; (5) Must be able to operate the regular office equipment.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 11, 2011

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FSN#2011/87

Data Manager (Not to exceed 2 years)

OPEN TO: All Interested Candidates

POSITION: Data Manager, FSN-7; FP-7

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week, Not to exceed 2 years

SALARY: Not Ordinarily Resident (NOR): FP-7
Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Data Manager in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as a database manager/programmer within the information technology unit providing support for the US Centers for Disease Control/International Emerging Infections Program (CDC/IEIP), and provides full data management of data entry and collection activities occurring in the field and programming support for research, programmatic, laboratory, technical and administrative activities of IEIP.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) At least two years of full-time post secondary study at college or university; (2) One year of experience in data manager/programmer including data entry and/or data collection in the field; (3) Must have demonstrated work experience in the use of two or more computer software program tools for databases and programming from the following list: MS-Access, MS SQL Server, Epi-info, Visual Basic, VBScript, QDS, SAS, SPSS, InfoPath, or Visual C++; (4) Level III (Good) speaking/reading/ writing Thai and English.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

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FSN#2011/89

Financial Clerk (When-actually-employed position) – Two positions

OPEN TO: All Interested Candidates

POSITION: Financial Clerk (WAE), FSN-5; FP-9

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: When-actually-employed (WAE)

SALARY: Not Ordinarily Resident (NOR): FP-9
Ordinarily Resident (OR): FSN-5

The U.S. Embassy in Bangkok is seeking an individual for the position of Financial Clerk (WAE) in its Financial Management Center, located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as one of a team of Financial Clerks in the Financial Management Center, examining petty cash vouchers and other claims for payment of goods and services. Vouchers include, but are not limited to all non-cash payments. Provides back-up to other Financial Clerks and other Voucher Examiners in the section. Reports directly to the Supervisory Voucher Examiner.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFM's and MOH's, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Completion of secondary school; (2) One year's experience in secretarial or general clerical works; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Good knowledge of the operation of computer data input, PC, and Microsoft Office Applications; (5) Ability to operate a typewriter, calculator, PC, and basic office automation. Good computer and typing skills.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

FSN#2011/91

Medical Research Scientist (Veterinary)

OPEN TO: All Interested Candidates

POSITION: Medical Research Scientist (Veterinary), FSN-12; FP-3

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): FP-3
Ordinarily Resident (OR): FSN-12

The U.S. Embassy in Bangkok is seeking an individual for the position of Medical Research Scientist (Veterinary) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTION OF POSITION:

Serve as Veterinary Medical Officer (VMO) and Chief for IEIP's new Zoonotic Diseases and One Health Section, provide strategic direction and advice on aspects of public health issues related to emerging and zoonotic diseases at the interface between humans and animal health and plays a key role in CDC/IEIP/GDD's strategic and action planning. Perform inherently government functions and will work with national, regional (Asia Pacific), and international human and animal health entities to broaden and strengthen partnerships. Duties focus in the following broad areas: surveillance, research, outbreak response and preparedness, training and capacity building, and networking.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Doctor of Veterinary Medicine (DVM), or equivalent degree of PhD in animal health/sciences or Epidemiology; (2) Ten years experience applying public health concepts, principles, practices, method and techniques of which three years of Managerial experience (with those ten years; at least five years experience working with public health related issues at the human-animal health interface); (3) Must have understanding of human, animal and environmental health systems in Thailand and be familiar with international organizations (WHO, FAO,OIE) in this area; (4) Must have expert knowledge of zoonotic disease surveillance and epidemiology and the prevention and control of zoonotic diseases; (5) Must familiar with research protocols, ethical and privacy issues, policies and strategies to achieve program mission; (6) Level IV (Fluent) speaking/reading/ writing Thai and English.

SELECTION PROCESS:

When equally qualified, U.S. citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

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FSN#2011/93 (T)

Computer Systems Analyst

OPEN TO: All Interested Candidates

POSITION: Computer Systems Analyst, FSN-9; FP-5 (Step 1 thru 4), Trainee

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 42,948 per annum (minimum starting salary)
(Position Grade: FP-5 (Step 1 thru 4) to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 640,463 per annum (minimum starting salary)
(Position Grade: FSN-9)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its Systems Development & Maintenance, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a full performance computer systems analyst charged with analyzing and designing, researching and developing, testing and managing the Regional Financial Management System for Disbursing (RFMS/D) in accordance with Resource Management Bureau goals and objectives. Ensure that RFMS/D implemented are properly maintained and problems are immediately resolved, thereby reducing the risk of monetary losses and provide support and enhance interfacing services for other systems which are used by other agencies.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post “Additional Selection Criteria” at the beginning of the “Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees” or on the Bulletin Board in HR or on the Website.

(1) Bachelor’s degree in computer science, information technology, or related field; (2) Three years of progressively responsible experience in professional computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Possess comprehensive knowledge of the automated accounting and financial management systems; (5) Must be able to analyze accounting processes and identify practices and procedures with require correction or modification.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

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FSN#2011/93

Computer Systems Analyst

OPEN TO: All Interested Candidates

POSITION: Computer Systems Analyst, FSN-10; FP-5 (Step 5 thru 14)

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Not Ordinarily Resident (NOR): US\$ 48,338 per annum (minimum starting salary)
(Position Grade: FP-5 (Step 5 thru 14) to be confirmed by Washington)

Ordinarily Resident (OR): Thai Baht 760,852 per annum (minimum starting salary)
(Position Grade: FSN-10)

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Systems Analyst in its System Development & Maintenance Division, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a full performance computer systems analyst charged with analyzing and designing, researching and developing, testing and managing the Regional Financial Management System for Disbursing (RFMS/D) in accordance with Resource Management Bureau goals and objectives. Ensure that RFMS/D implemented are properly maintained and problems are immediately resolved, thereby reducing the risk of monetary losses and provide support and enhance interfacing services for other systems which are used by other agencies.

QUALIFICATIONS REQUIRED:

NOTES: (1) All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. (2) For AEFMs, EFMs and MOHs, please see Post "Additional Selection Criteria" at the beginning of the "Employment Opportunities for U.S. Citizen Eligible Family Members (AEFMs), Eligible Family Members (EFMs), Members of Household (MOHs) and Current Locally Employed (LE) Staff Employees" or on the Bulletin Board in HR or on the Website.

(1) Bachelor's degree in computer science, information technology, or related field; (2) Four years of progressively responsible experience in professional computer system, database administrator, or accounting systems development and maintenance; (3) Level III (Good working knowledge) speaking/reading/writing English and Thai; (4) Possess comprehensive knowledge of the automated accounting and financial management systems; (5) Must be able to analyze accounting processes and identify practices and procedures with require correction or modification.

SELECTION PROCESS:

When equally qualified, US citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

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FSN#2011/84

Development Outreach & Communications Specialist

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Development Outreach & Communications Specialist, FSN-10

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-10

The U.S. Embassy in Bangkok is seeking an individual for the position of Development Outreach & Communications Specialist in the U.S. Agency for International Development/Program Development Office (PDO) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The job holder, as a regional communication specialist, maintains liaison with representatives of mass media and government officials for USAID/RDMA countries covered in the Asia region. S/he maintains the RDMA website, facilitates use of social media, targets audiences, and tailors messaging in order to meet regional cultural norms. Also, the job holder helps organizing public events for USAID including the preparation and dissemination of press releases and background information, protocol issues, site selection, staging, logistical issues, scheduling and maintaining contact with speakers, as well as on-site coordination of media.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in communications, journalism, marketing, advertising, mass media, public relations or arts; (2) At least seven years of progressively responsible experience in communications, journalism, marketing advertising, public relations, mass media or arts; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Must be an expert in the field of journalism, communications or public relations; (5) Must have thorough knowledge of Southeast Asia's political, media, social and economic structure; (6) Must exhibit a good ability and understanding of website and social media content management.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

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FSN#2011/88

Secretary

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Secretary, FSN-7

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Secretary in the U.S. Agency for International Development/Office of Director (DIR) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as the Secretary to the Deputy of Director for USAID/RDMA. Duties include performing a full range of all secretarial and administrative support the Deputy of Director and Director Office.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) BA/BS in Business/Public Administration, International Development, Human Resources Management, Social Science or Arts; (2) A minimum of three years of specific and progressively responsible experience in secretarial/administrative field with at least one year of this experience with a government agency, international organization or multi-national company; (3) Level IV (Fluent) in written and spoken English and Thai is required; (4) Must demonstrate proficiency in using computer program and typing various correspondence formats; (5) Must possess excellent communication and interpersonal skills.

SUBMIT APPLICATION TO:

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CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

FSN#2011/92 (T)

Administrative Assistant/Paralegal

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Assistant/Paralegal, FSN-7 (Trainee)

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-7

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant/Paralegal in the U.S. Agency for International Development/ Regional Legal Advisors (USAID/RLAs) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a paralegal, administrative assistant, and secretary for the three Regional Legal Advisors (RLAs). The incumbent will assist RLAs to provide legal support to regional programs operating in up to nineteen different Asian countries, four bilateral USAID Missions, and four countries with no official USAID Mission. Main responsibilities are to perform paralegal research; to serve as law librarian; to manage Freedom of Information requests under RLA direction; to support litigation and service of legal process; to prepare and monitor use of RLA travel budget; to prepare cite check and edit legal documents; and to submit time and attendance for RLAs.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Business, Public Administration, Law, International Development, Social Science or Arts; (2) A minimum of two years of experience in the field of paralegal, administrative management, or secretarial field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Proficiency in the use of computer packages/applications such as Word, Excel, Outlook or Power point; (5) Must possess excellent communication and interpersonal skills. (6) Ability to work under pressure, prioritize workload and manage multiple tasks simultaneously.

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FSN#2011/92

Administrative Assistant/Paralegal

OPEN TO: All Interested Candidates (THAI Citizens)

POSITION: Administrative Assistant/Paralegal, FSN-8

OPENING DATE: August 5, 2011

CLOSING DATE: August 18, 2011

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-8

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant/Paralegal in the U.S. Agency for International Development/ Regional Legal Advisors (USAID/RLAs) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serve as a paralegal, administrative assistant, and secretary for the three Regional Legal Advisors (RLAs). The incumbent will assist RLAs to provide legal support to regional programs operating in up to nineteen different Asian countries, four bilateral USAID Missions, and four countries with no official USAID Mission. Main responsibilities are to perform paralegal research; to serve as law librarian; to manage Freedom of Information requests under RLA direction; to support litigation and service of legal process; to prepare and monitor use of RLA travel budget; to prepare cite check and edit legal documents; and to submit time and attendance for RLAs.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's degree in Business, Public Administration, Law, International Development, Social Science or Arts; (2) A minimum of three years of experience in the field of paralegal, administrative management, or secretarial field; (3) Level IV (Fluent) speaking/reading/writing in English and Thai; (4) Proficiency in the use of computer packages/applications such as Word, Excel, Outlook or Power point; (5) Must possess excellent communication and interpersonal skills. (6) Ability to work under pressure, prioritize workload and manage multiple tasks simultaneously.

SUBMIT APPLICATION TO:

Regional Human Resources Office
Attention: Recruitment
American Embassy, 120-122 Wireless Road, Bangkok 10330, Thailand
E-mail: bkkrecruitment@state.gov
Fax: 02-205-4928

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: AUGUST 18, 2011

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